

Waterline Tax Advisors
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**Engagement Letter: Tax Preparation Services for the 2025 Tax Year
Individual Filers**

This engagement letter ("Agreement") confirms the terms and conditions governing the professional services to be provided by Waterline Tax Advisors ("Firm") to you ("Client") regarding the preparation of your income tax return(s) for the 2025 tax year, which will be filed during the 2025 tax season. This Agreement supersedes any prior discussions or agreements, whether oral or written, and constitutes the entire agreement between the Firm and the Client.

Scope of Services

The Firm will prepare your 2025 federal and requested state income tax returns based solely upon the information and documentation provided by the Client. This engagement is strictly limited to the 2025 tax year and does not encompass the preparation of any other tax returns, including but not limited to, prior or subsequent tax years, gift tax returns, or estate tax returns, unless separately engaged.

Confidentiality

The Firm acknowledges its professional obligation to protect the confidentiality of your nonpublic personal information. Such information may be disclosed to affiliates of the Firm and non-affiliated third parties solely for the purpose of rendering the agreed-upon services. Any such disclosure will be made pursuant to a contractual agreement with the receiving party that explicitly prohibits further disclosure or use of the information beyond the specific purposes for which it was originally disclosed.

Completion and Filing

The Firm's engagement for the preparation of your 2025 tax returns concludes upon the delivery of the completed returns to you. The Firm offers electronic filing services ("e-file") as a convenience. However, please be advised that the completed tax returns cannot be electronically submitted or released until the Firm has received all necessary signed e-file authorization forms and full payment for services rendered. Should you elect to mail your returns, you assume sole responsibility for ensuring that the returns are timely sent to the appropriate federal and state taxing authorities. The Firm will provide detailed mailing instructions for your convenience. The Firm's fee includes efile and an ecopy of the return which will be placed in your vault. There will be an additional fee for mailing hard copies of your return.

Client Responsibilities, Penalties, and Consent

You expressly acknowledge and agree that any understated tax liabilities, interest, and penalties imposed by any taxing authority are solely your responsibility. Should your tax returns be selected for audit, examination, or review by any taxing authority, or if you receive any notice from a taxing authority, the Firm will, upon your request, represent you or respond on your behalf. Such services will require a subsequent, separate engagement letter outlining the scope and fees for these additional services and will be subject to additional invoices for all expenses incurred. We will communicate with you primarily via **email and telephone calls**. You also consent to receiving communications from us **via text message (SMS)** for non-substantive matters such as scheduling reminders and quick inquiries. **Please note:** Text messaging is a convenience and should **not be used for urgent matters**. We do not guarantee immediate response to texts outside of normal business hours, and all formal instructions or critical documents will be communicated via **[Email/Secure Portal]**.

Information Provision

The accuracy of your tax returns is directly dependent upon the completeness and accuracy of the information you provide. You are solely responsible for providing all necessary and accurate information required for the preparation of your tax returns. The Tax Organizer provided by the Firm must be thoroughly completed and signed by you. The Firm's services will be limited to tasks deemed necessary for the preparation of your returns based on the information provided. Please note that tax projections for 2026 are outside the scope of this Agreement and will not be provided or updated unless specifically engaged for a separate service.

Timeliness

Your timely cooperation is essential to avoid potential penalties and ensure proper filing. To avoid the necessity of filing an extension, the Firm must receive all sufficient and complete information and documentation by Friday March 13, 2026. The Firm reserves the right to file an extension on your behalf if, in its professional judgment, no tax balances are anticipated to be due at the time of filing the extension. Copies of any filed extensions will be provided to you. You remain solely responsible for any penalties and interest that may arise from underestimation of tax liabilities or late payments, regardless of whether an extension is filed.

Verification

The Firm's engagement is limited to tax preparation services. The Firm will not audit or otherwise verify the data you provide. Our services are not designed to, and therefore will not, disclose errors, irregularities, fraud, or illegal acts. Should any material errors, fraud, or illegal acts come to the Firm's attention during the course of this engagement, we will promptly inform you. You are responsible for notifying the Firm of any information from prior tax years that may materially affect your 2025 tax returns.

Documentation and Review

You are solely responsible for maintaining adequate records and supporting documentation for all income, deductions, credits, and other items reported on your tax returns. It is imperative that you retain all original documents, cancelled checks, and data that form the basis of your reported income and deductions. You are required to carefully review your completed tax returns for accuracy and completeness before signing them. The Firm relies on your representations regarding your compliance with all documentation requirements for any deductions claimed on your returns.

Tax Law Uncertainties

In situations where tax law is unclear or subject to varying interpretations, the Firm will communicate alternative courses of action and their potential consequences to you. Be advised that the Firm is professionally and ethically obligated to sign tax returns only where it has substantial authority or at least a reasonable basis for the tax positions taken, as required by applicable Treasury Regulations and professional standards.

Fees and Termination

The Firm's fees are based upon the time expended, the complexity of the services rendered, and administrative costs. You agree to reimburse the Firm for any reasonable out-of-pocket expenses incurred in connection with these services. The Firm reserves the right to terminate this engagement upon written notification to you. Upon termination, you remain obligated to compensate the Firm for all outstanding invoices for services rendered and all out-of-pocket costs incurred up to the date of termination.

Records Retention

You are responsible for retaining all original documents. Please provide the Firm with copies of all necessary documentation. Engagement files, including but not limited to work papers, internal memoranda, and correspondence, but excluding your official copy of the prepared tax return, are the exclusive property of the Firm. While the Firm may, at its sole discretion, provide copies of certain documents from the engagement file upon request, a reasonable fee may be charged for such copies.

Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts, without regard to its conflict of laws principles.

Agreement and Deposit

Please sign and return this engagement letter to the Firm along with a non-refundable deposit of \$500.00. This deposit will reserve your place for the 2025 tax season and will be credited toward your total 2025 tax preparation fee. Please be advised that the Firm will not commence preparation of your tax returns without receipt of both the signed engagement letter and the completed Tax Organizer (if applicable), in addition to the aforementioned deposit. Full payment for services is required prior to release or electronic filing of your returns.

Binding Agreement

Your signature below signifies your understanding and agreement to all the terms and conditions outlined in this Engagement Letter, thereby constituting a legally binding agreement between you and Waterline Tax Advisors.

Thank you for choosing Waterline Tax Advisors for your tax preparation needs. Please do not hesitate to contact us with any questions or if you require further clarification regarding the terms of this Agreement.

Sincerely,

Wendy B. Goldstein EA
Enrolled Agent
IRS License #73282

ACCEPTED AND AGREED:

Print Name _____

Sign Name _____

Telephone Number _____

Date _____

Pursuant to U.S. Treasury Regulations Circular 230, any tax advice contained in this communication, unless expressly stated otherwise, is not intended or written to be used, and cannot be used, for the purpose of avoiding penalties that may be imposed under the Internal Revenue Code or for promoting, marketing, or recommending to another party any transaction or matter addressed herein.